



MAFKids 2010-2011 USER GUIDE

<http://maf.ad.unc.edu/moreatfour20102011/logon.aspx>

Table of Contents

Important Highlights.....	4
Software Requirements	5
Additional Assistance	6
Overview of More at Four Reporting Requirements in a School Year	7
Overview of Monthly Reporting Requirements.....	8
Getting Started	9
Logging On	10
Home Screen.....	11
First Month of Service	12
Entering New Child Record	13
Creating all Forms.....	15
Creating a Form Manually	18
Editing Forms.....	19
Guidelines and Information about Editing all Types of Forms	20
Editing the Site Form.....	21
Editing the Classroom Form	21
Editing Previous Months' Site and Classroom Forms.....	24
Editing the Child Form	25
Moving an Existing Child to Another Classroom.....	26
Exiting a Child from MAFKids	28
Deleting Forms	29
Making all Forms Ready to Submit	30
Reviewing and Submitting Forms	32
Attendance Reports.....	34
Classroom Attendance Report	34

Summary of Classroom Attendance Report	37
Child Data Reports	38
Answer Sheets	41
Users' Rights and Roles	43
Adding and Maintaining Users	44
Changing a User's Password.....	46
Inactivating a User	46
Archived Data.....	46
Appendix Screen Shots and Questions: MAFKids 2010-11.....	47



Important Highlights

The More at Four Reporting System consists of two main parts, MAFPlan and MAFKids. Most program information concerning your contract, sites and classrooms for 2010-11 resides only in MAFPlan, while information related to the children served in the More at Four Program is housed in MAFKids. Changes to most of the information related to contracts, sites and classrooms are all handled in MAFPlan through the Change Request process. Child level data continue to be reported monthly, along with related site and classroom operation information. Helpful tips regarding the monthly reporting system are outlined below:

The MAFKids monthly Service Reports are due by the 10th business day of each month following the reporting month (e.g., monthly reports for September are due October 14th)

- New sites and classrooms that are added to MAFPlan through the Change Request process automatically feed over to MAFKids; sites and classes that have never served children and are deactivated in MAFPlan will not appear in the listings in MAFKids
- Home/Community setting visits should be coded as Operation Days on the Site form for reporting purposes
- **New in 2010-11!!** Unique Identifiers (UIDs) for each child will be visible on the Demographics screen, once assigned
- **New in 2010-11!!** Race and Ethnicity is now captured according to Federal standards
- MAFKids will calculate eligibility for free or reduced priced lunch based on the poverty level entered
- A section on the "Review/Submit" page shows information regarding forms from previous months that were not submitted, so that these forms may be submitted or deleted, as appropriate



- Exit children in the month when they last attended in a particular classroom
- Be aware that Question 17 on the Child Form refers to SMART START funds only, not to MAF dollars and may not be applicable to all children. Leave blank as appropriate
- After the first month of operation, the names of all newly enrolled children in a given month will be listed on the Attendance Report
- All teachers must be in place and visible on the Classroom Attendance Report prior to reimbursement
- Attendance Reports only include children whose forms are in "Ready to Submit" or "Submitted" status
- There is an option to "Print All" on the Classroom Attendance Report page that allows for all Classroom Attendance Reports to be printed with one click
- The Reports page has option for a Child Data Report and a Cumulative Child Data Report, specific to your county, which will display the latest information entered on all children served in a particular contract

Software Requirements

To use MAFKids your computer must support Internet Explorer version 6 or higher. If you have an older version of this browser, free downloads are available at the following site:

Internet Explorer 7: <http://www.microsoft.com/windows/downloads/ie/getitnow.msp>

To view and print Attendance Reports, you now need to use Adobe Acrobat Reader. If you need to download this software utility, free downloads are available at the following site:

Acrobat Reader: <http://www.adobe.com/products/acrobat/readstep2.html>

Additional Assistance

- If you have followed the instructions in this User Guide and you need further technical assistance, please call or email the MAFKids coordinator, KC Elander, at (919) 981-7302 or kc.elander@ncpublicschools.gov (Office of Early Learning). If she is not available, contact the State More at Four Office at (919) 981-5300 or oel.info@ncpublicschools.gov
- For all questions about More at Four Program Policy, including program guidelines and requirements and fiscal and contractual issues, contact the State More at Four Office: 919-981-5300 or oel.info@ncpublicschools.gov

Overview of More at Four Reporting Requirements in a School Year

This chart is designed to help you understand More at Four reporting requirements, describing due dates and system for submission.

What	When	How
County/Region Plans with 10-11 updates are due to the State More at Four Office	Slot Placement: August 15, 2010 Teachers: August 23, 2010	MAFPlan system
County/Region Plan Changes	As needed	Change Requests in MAFPlan
Monthly Service Report Forms	The 10th business day of the month following each month of More at Four service	MAFKids system
Monthly Attendance Reports and Summary of Attendance Reports are due to the State More at Four Office	The 10th business day of the month following each month of More at Four service	MAFKids and paper submission

Overview of Monthly Reporting Requirements

First Month of Service	Page in User Guide
Enter Children's Names by Classroom	13
Create All Forms	15
Enter Site Operation Days and Teacher Workdays	21
Enter Classroom Payment Rate and Class Size	22
Enter Child Attendance on Classroom Grid	22
Enter Child Data on Demographics, Risk Factors, Service Priority, Household Info and Disability panels	25
Make all Forms Ready to Submit	30
Submit Forms Online	32
Print Monthly Attendance Report and Summary of Attendance Report	34

Subsequent Months of Service	Page in User Guide
Create all Forms	15
Enter Site Operation Days and Teacher Workdays	21
Edit Classroom Payment Rate and Class Size if needed	22
Enter Child Attendance on Classroom Attendance Grid	22
Edit child forms as necessary to reflect exit dates or changes in disability status or Smart Start subsidy amounts	25
Make all forms Ready to Submit	30
Submit Forms Online	32
Print Monthly Attendance Report and Summary of Attendance Report	34

Getting Started

- Access the MAFKids website at <https://maf.ad.unc.edu/moreatfour20102011/logon.aspx>
- Your existing user ID and password will access MAFKids and archived MAFPlan/MAFKids databases. For Plan Administrators, this ID and password will also access MAFPlan.
- If you do not have a user ID and password, please contact your contract administrator or program contact for assistance. Any contract administrator or program contact who does not have a user ID or password should contact the MAFKids coordinator, KC Elander, at (919) 981-7302 or kc.elander@ncpublicschools.gov (Office of Early Learning).
- MAFKids includes information about Sites, Classrooms/Teachers, and Children that make up the monthly Service Reports. Each month, Service Reports will contain separate forms for each site, classroom and child participating in More at Four. More at Four monthly Service Reports are submitted online and due by the 10th business day of each month following the reporting month (e.g., monthly reports for September are due October 14th).
- The system also generates printable monthly attendance reports, which are due to the State More at Four Office by the 10th business day of each month following the service month. For further information on Monthly Attendance Reports, visit the OEL website: <http://www.OEL.nc.gov/>.
- This User Guide is available from the OEL web site: <http://www.OEL.nc.gov/MoreFour/index.asp> (click on "Log on to MAFPlan and MAFKids Databases").
- This User Guide is also available from the FPG More at Four Evaluation Team web site: <http://www.fpg.unc.edu/~mafeval> (click on "More at Four Reporting System").

Logging On

Type "mafreporting.org" into your web browser and when the MAFKids Logon screen shown below appears, type in your Logon ID and Password and then click the "Logon" button.

MAFKids
More At Four
Reporting System

Logon

The More At Four Reporting System 2008-2009 (MAFKids 2008-2009) application is a web-based system for submitting monthly reports about activities related to the More at Four program.
This application can only be accessed by authorized staff, Contract Administrators at Grantee offices or other designated staff at More at Four facilities.
To enter the system, type your *Logon ID* and *Password* below and click the *Logon* button.

Logon ID:

Password:

System Message

The following message has been posted by the System Administrator:

If you have forgotten your Password, contact Support at 1-919-981-7302 for assistance.

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Enter
Logon ID
and
Password
here and
click
Logon

Note: The screen shots in this User Guide were made in a test environment. Terms such as "QA", "Test", and various names and dates of Sites, Classrooms and Children that appear on these screen shots will not show in the actual MAFKids system.

Home Screen

A successful logon will bring you to the MAFKids "Work with Forms" screen, the Home Page of MAFKids, shown below.

The navigation links are very useful to go from panel to panel, but will not save your work; only the Save, Next and Previous buttons shown on each form page will save work

When you log on to MAFKids, all of your approved Sites and Classrooms will appear on the Home Page

MAFKids
More At Four Reporting System

Contract: Test Contract 1 Site: None Selected Classroom: None Selected Child: None Selected

Forms Admin My Profile Reports Logoff MAF Plan

Work With Forms

1. Select a reporting period.
2. Click on the name of a Site or Classroom to work with the form for the selected reporting period.
This will create a form if it doesn't exist. This will edit a form if it is In Process. If the form is in Ready To Submit or Submitted status, this will allow you to choose edit, view or new version.
3. Click on the magnifying glass next to the Site or Classroom to see all of the forms for a Site or Classroom and their status.
4. Click on the specific classroom under Child Forms to see a list of children for that Classroom.

Select Contract	Create All Forms	Make Forms Ready to Submit	Make Forms In Process	Review / Submit Forms	Search For a Child
Reporting Period: 8-2008					
Site Forms	Classroom Forms	Child Forms			
Site 1 Form Not Created	Classroom 1 Form Not Created	Classroom 1 Children			
Site 2 Form Not Created	Classroom 2 Form Not Created	Classroom 2 Children			
Site 3 Form Not Created	Classroom 3 Form Not Created	Classroom 3 Children			
	Classroom 4 Form Not Created	Classroom 4 Children			
Site 4 Form Not Created	Classroom 5 Form Not Created	Classroom 5 Children			

Link to MAFPlan for Plan Administrators

Select the Reporting Period you want to work with prior to navigating through MAFKids

First Month of Service

When you begin MAFKids Service Reports for the first month of the school year, you will need to create child records for all the children served by More at Four. Make sure that all your sites and classes fed over to MAFKids from MAFPlan by checking the list on the Forms page and then begin to add new child records.

MAFKids
More At Four
Reporting System

Contract: Test Contract Site: None Selected Classroom: None Selected Child: None Selected

Forms Admin My Profile Reports Logoff MAF Plan

Work With Forms

1. Select a reporting period.
2. Click on the name of a Site or Classroom to work with the form for the selected reporting period.
This will create a form if it doesn't exist. This will edit a form if it is In Process. If the form is in Ready To Submit or Submitted status, this will allow you to choose edit, view or new version.
3. Click on the magnifying glass next to the Site or Classroom to see all of the forms for a Site or Classroom and their status.
4. Click on the specific classroom under Child Forms to see a list of children for that Classroom.

Select Contract Create All Forms Make Forms Ready to Submit Review / Submit Forms

Reporting Period: 8-2007

Site Forms	Classroom Forms	Child Forms
Test Site 1 Form Not Created	Test Classroom 1 Form Not Created	Test Classroom 1 Children
Test Site 2 Ready to Submit	Test Classroom 2 Form Not Created	Test Classroom 2 Children

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Click on classroom name under "Child Forms" to add children

Check to make sure that all your approved Sites and Classes are listed here

Entering New Child Record

MAFKids
 More At Four
 Reporting System

Contract:
 Test Contract 3

Site:
 Site 1

Classroom:
 Classroom 47

Child:
 None Selected

[Forms](#)
[Admin](#)
[My Profile](#)
[Reports](#)
[Logoff](#)
[MAF Plan](#)

Child Selector

Reporting Period: 8-2008

1. Click on the name of a Child to work with the form for the selected reporting period.
 This will create a form if it doesn't exist. This will edit a form if it is In Process. If the form is in Ready To Submit or Submitted status, this will allow you to choose edit, view or new version.

2. Click on the magnifying glass next to the Child to see all of the forms for that Child.

If you want to move a child to another classroom, either within this site or to a new site, the most recent child form must indicate they have exited. Then you must select 'Show all Children' to see children who have exited this classroom, then click the move link in the table below.

Show All Children: ☐

Child	Form Status	Form Selector	Delete Child	Move Child
Child1, Test	Form Not Created		Delete Test	Move Test

Cancel

Add New Child

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Click on "Add New Child" button to add individual children

After selecting a classroom from the Child Forms list (shown on previous page), click on "Add New Child", and then enter the Child's name in the boxes provided. Click OK when you are done (or Cancel if you change your mind). The Child's name will then be displayed in the Child Selector (see next page). Note that the "Delete" option (in the Delete Child column) will be available only when no forms have been submitted in any month for this child.

Child Selector Screen

To see all children, including those with exit dates, select the "Show All Children" box

MAFKids
 More At Four Reporting System

Contract: Test Contract 3
 Site: Site 1
 Classroom: Classroom 47
 Child: None Selected

[Forms](#)
[Admin](#)
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[Reports](#)
[Logoff](#)
[MAF Plan](#)

Child Selector
Reporting Period: 8-2008

1. Click on the name of a Child to work with the form for the selected reporting period.
 This will create a form if it doesn't exist. This will edit a form if it is In Process. If the form is in Ready To Submit or Submitted status, this will allow you to choose edit, view or new version.

2. Click on the magnifying glass next to the Child to see all of the forms for that Child.

If you want to move a child to another classroom, either within this site or to a new site, the most recent child form must indicate they have exited. Then you must select 'Show all Children' to see children who have exited this classroom, then click the move link in the table below.

Show All Children ☐

Child	Form Status	Form Selector	Delete Child	Move Child
Child1, Test	Form Not Created		Delete Test	Move Test
Child2, Test	Form Not Created		Delete Test	Move Test
Child3, Test	Form Not Created		Delete Test	Move Test

[Cancel](#)
[Add New Child](#)

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 [Contact Us](#)

New Child Records

From this screen, continue to add children to a classroom by selecting the "Add New Child" button until all children are entered. This process will need to be repeated for each classroom. The Child Selector screen only displays the names of children who are currently enrolled in More at Four when the "Show All Children" box is not checked (the default setting). If you would like to see ALL children (both enrolled and exited), check the "Show All Children" box. After you have entered all the children for a classroom, click on "Forms" on the yellow bar to return to the "Work with Forms" page, where you can "Create All Forms" (see next page).

Creating all Forms

After you have created a list of all children for your contract, you can create all of your monthly forms with just a few clicks.

First,
select
appropriate
Reporting
Period...

MAFKids
More At Four
Reporting System

Contract: Test Contract 3 Site: Site 1 Classroom: Classroom 47 Child: None Selected

Forms Admin My Profile Reports Logoff MAF Plan

Work With Forms

1. Select a reporting period.
2. Click on the name of a Site or Classroom to work with the form for the selected reporting period. This will create a form if it doesn't exist. This will edit a form if it is In Process. If the form is in Ready To Submit or Submitted status, this will allow you to choose edit, view or new version.
3. Click on the magnifying glass next to the Site or Classroom to see all of the forms for a Site or Classroom and their status.
4. Click on the specific classroom under Child Forms to see a list of children for that Classroom.

Select Contract Create All Forms Make Forms Ready to Submit Review / Submit Forms

Reporting Period: 8-2008

Site Forms	Classroom Forms	Child Forms
Site 1 Form Not Created	Classroom 47 Form Not Created	Classroom 47 Children
	Classroom 48 Form Not Created	Classroom 48 Children
Site 10 Form Not Created	Classroom 1 Form Not Created	Classroom 1 Children
	Classroom 2 Form Not Created	Classroom 2 Children
	Classroom 3 Form Not Created	Classroom 3 Children

...next, select
"Create all
Forms" to
create all
Site,
Classroom
and Child
forms at the
same time

Create All Forms Screen

Confirm that all forms you want to create are selected

If a site or classroom is not operating in a given month, uncheck the box beside the name and the form will not be created

MAFKids
More At Four Reporting System

Contract: Test Contract 1 Site: Site 1 Classroom: Classroom 1 Child: None Selected

Forms Admin My Profile Reports Logoff MAF Plan

Create All Forms

Reporting Period: 8-2008

This operation will create Site, Classroom and Chld forms for the current Reporting Period.
Note: Forms will be created for all Children of a selected Classroom.

Select All Clear All Create Cancel

0809 Dare County Schools

- ☒ Site 1
 - ☒ Classroom 1
- ☒ Site 2
 - ☒ Classroom 2
- ☐ Site 3
 - ☐ Classroom 3
 - ☐ Classroom 4
- ☐ Site 4
 - ☐ Classroom 5

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Select "Create" and all forms that are checked will be created

After the system has completed creating forms, you will get a Form Creation Results page, showing which forms were successfully created and an error message for any forms that had been created previously (see next page).

*Note: If you inadvertently create a large number of forms that you do not need, please contact KC Elander at (919)981-7302 or kc.elander@ncpublicschools.gov for assistance deleting them.

Forms Creation Results Screen

Forms that were successfully created

MAFKids
 More At Four Reporting System

Contract: Test Contract
Site: Test Site 1
Classroom: Test Class 1
Child: None Selected

Forms
Admin
My Profile
Reports
Logoff
MAF Plan

Select Other Forms To Create
OK

Forms(s) Created	
SITE: Test Site 1	Success
SITE: Test Site 2	Success
CHILD: Child1, Test	Success
CHILD: Child2, Test	Success
CHILD: Child3, Test	Success
CLASSROOM: Test Class 2	Success

Forms(s) not created	
CLASSROOM: Test Class 1	Error: Classroom form for this period already exists

Form that was not created because it already exists; click "OK" and you will return to the "Forms Page"

All forms that are created using the "Create all Forms" option will be in "In Process" status and will need additional data to be complete. You will need to fill in some recurrent data each month, including indicating relevant changes. Recurrent data each month will include: reporting site operation and teacher work days on the site form, updating any changes in class size or funds paid to the provider and reporting child attendance on the classroom form, and updating any changes in child level data (such as Smart Start subsidy amount) as appropriate on the child forms. You also have the option of creating each form manually (see next page).

Creating a Form Manually

If you choose to create your forms manually or "one-by-one", you may do so from the Forms page.

First, select
Reporting
Period....

To create a site or
classroom form
manually, simply
click on the name.
This creates a new
form for the
reporting period
you have selected

MAFKids
More At Four
Reporting System

Contract: Test Contract 2 Site: None Selected Classroom: None Selected Child: None Selected

[Forms](#) [Admin](#) [My Profile](#) [Reports](#) [Logoff](#) [MAF Plan](#)

Work With Forms

1. Select a reporting period.
2. Click on the name of a Site or Classroom to work with the form for the selected reporting period.
This will create a form if it doesn't exist. This will edit a form if it is In Process. If the form is in Ready To Submit or Submitted status, this will allow you to choose edit, view or new version.
3. Click on the magnifying glass next to the Site or Classroom to see all of the forms for a Site or Classroom and their status.
4. Click on the specific classroom under Child Forms to see a list of children for that Classroom.

Select Contract Create All Forms Make Forms Ready to Submit Make Forms In Process Review / Submit Forms Search For a Child

Reporting Period: 8-2008

Site Forms	Classroom Forms	Child Forms
Site 1 Form Not Created	Classroom 1 Form Not Created	Classroom 1 Children
Site 2 Form Not Created	Classroom 2 Form Not Created	Classroom 2 Children

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To create a child
form manually,
click the
appropriate
classroom name
under "Child
Forms" and then
select the name
of the child you
wish to work with
from the list
provided

Editing Forms

After you have created your forms in MAFKids, you need to edit them to add information each month. You will need to complete the Site and Classroom forms with information not housed in MAFPlan. To edit a Classroom or Site form, go to the Forms screen, select the appropriate reporting period and then click on the name of the site or classroom.

Child level data are not stored in MAFPlan, so the first month you will need to add all information for all children. For all child data for subsequent months, data will feed over from the previous month's MAFKids forms. To edit a Child Form, click on the classroom name under "Child Forms" for a list of children and select the form you need to edit.

Click the name of the "In Process" site or classroom form to edit (if the form is in "Ready to Submit" status, you have the option to view or edit)

MAFKids
More At Four Reporting System

Contract: Test Contract 3 Site: Site 1 Classroom: Classroom 1 Child: Test Child2

Forms Admin My Profile Reports Logoff MAF Plan

Work With Forms

1. Select a reporting period.
2. Click on the name of a Site or Classroom to work with the form for the selected reporting period. This will create a form if it doesn't exist. This will edit a form if it is In Process. If the form is in Ready To Submit or Submitted status, this will allow you to choose edit, view or new version.
3. Click on the magnifying glass next to the Site or Classroom to see all of the forms for a Site or Classroom and their status.
4. Click on the specific classroom under Child Forms to see a list of children for that Classroom.

Select Contract	Create All Forms	Make Forms Ready to Submit	Review / Submit Forms
Reporting Period: 8-2008			
Site Forms	Classroom Forms	Child Forms	
Site 1 In Process	Classroom 1 In Process	Classroom 1 Children	
	Classroom 2 In Process	Classroom 2 Children	
	Classroom 3 In Process	Classroom 3 Children	
Site 10 In Process	Classroom 17 In Process	Classroom 17 Children	
	Classroom 18 In Process	Classroom 18 Children	

To edit a child form in the reporting period selected, click the appropriate classroom name under "Child Forms" and then select the name of the child you wish to work with from the list provided

To edit previous records, click on the magnifying glass beside the name of the Site or Classroom for a complete list or choose a specific Reporting Period and click on the Site or Classroom name. To edit a Site or Classroom form from a previous month that is in "Ready to Submit" or "Submitted" status, check the "Show All Report Periods" box on the selector page. To access previous child forms, click the appropriate classroom listed on the Forms page,

under Child Forms. When the list of children appears, click the magnifying glass in the form selector column for that child.

Guidelines and Information about Editing all Types of Forms

- For each month of service, you need to create, edit and submit a site form for each site participating in More at Four, a classroom form for each classroom participating in More at Four, and forms for all children participating in More at Four
- All items require a response (even if it is "NA" or "Do Not Know")
- If you need more information about how to answer the form questions or what the questions mean, please visit the State More at Four web site at: <http://www.OEL.nc.gov/MoreFour/maf.asp>
- Be sure to use the "Save" and "Next" or "Previous" buttons when entering or editing data in order to save your data. **Changes will not be saved if you move through the panels using the panel buttons**
- You may delete any form that is "In Process" or "Ready to Submit" with the delete option available by clicking on the magnifying glass near all form names. **Forms that are in "Submitted" status cannot be deleted by users.** If you have submitted a form in error and need assistance, please contact the MAFKids coordinator, KC Elander, at (919) 981-7302 or kc.elander@ncpublicschools.gov (Office of Early Learning)
- If you have already submitted a form and realize that one or more of the entries need to be corrected, you can create a "New Version" for that form by clicking on the magnifying glass. After you make the correction, put the form in "Ready to Submit" status and submit again for the month affected
- The last panel of every form is the "Form Status" panel. On this page:

The system indicates on the Form Status page for each form if there are any form errors, such as missing or incomplete data. After the form is listed as complete on this page, you can change its status to "Ready to Submit". There is more than one way to change a form status to "Ready to Submit"—either change each form individually on the Forms Review/Submit page, or use the "Make Forms Ready to Submit" feature (see page 30)

 - You can generate an "Answer Sheet" for any form from the "Form Status" page (see page 41 of this User Guide for more information about Answer Sheets)

Editing the Site Form

Each operating month you need to edit the Site Form to add Site Operation Days and Teacher Workdays. To edit the Site form, click the name of the Site form from the Forms page to bring up the Site form for the selected reporting period. Operation Days are days when children attended the More at Four program or Home Visit days. Teacher Workdays are when the teachers are working, but no students are in attendance. Teacher Workdays and Operation Days are mutually exclusive and cannot overlap. After Site Operation Days and Teacher Work Days are selected and saved, they may be copied to all Sites using the Copy Calendars button on the Site form.

Note: All days when Home/Community setting visits are coded as Operation Days for reporting purposes.

Select "Check All Weekdays" to select every weekday and uncheck any day the site did not serve children. After selecting Operation Days and Teacher Work Days, click the "Copy Calendars" button to copy Site Operation Days and Teacher Work Days to all sites

Select any Teacher Workdays that occurred during the month; if there were none, check the NA box. Remember, Teacher Workdays and Operation Days are mutually exclusive

Using Panel Buttons to navigate will not save your work

Don't forget to Save your work!

Editing the Classroom Form

Each operating month, you need to edit the Classroom Form to enter attendance data for the children in that class. To edit the class form, click the name of the Classroom from the Forms page to bring up the Classroom form for the reporting period.

The Classroom Form includes information about class size, State More at Four funds paid to provider and the child attendance grid. On this screen you can enter attendance for all children in a class by using the Attendance Grid (highly recommended). You may also edit attendance on each individual child form, but recording attendance on the Attendance Grid is usually more efficient. You also need to update the Classroom Form if the maximum total class size changes from the previous month or if the monthly funds paid to the provider per slot change.

Use this button to copy Site Operation Days which you have already entered on the Site form and then "unclick" any days that a child was absent

Update class size and More at Four funds as needed

MAFKids More At Four Reporting System

Contract: Test Contract 3 Site: Site 1 Classroom: Classroom 1 Child: Test Child2

Forms Admin My Profile Reports Logoff MAF Plan

General Form Status

Edit Classroom Form - General (Site 1:Classroom 1) Reporting Period: 8-2008

This form is in edit mode. Clicking on the Next or Save buttons will save the information you entered or changed on this panel. Leaving this page in any other manner will cause any unsaved changes to be abandoned.

Previous Save Next

1. Highest total enrollment this month (including MAF and non-MAF children):
2. More at Four slot reimbursement rate:

When the site operational days have been entered for this period, you will be able to copy those days for the children's attendance days.

Copy from Site Operation Days

8-2008 Child Attendance

1. The classroom form must be in process to edit the grid.
2. You can only edit attendance for children whose forms are in process.
3. Clicking on the name of a child whose form is in process will take you to the attendance/disabilities form for that child.

Student Enrolled but had 0 days	Child Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
<input type="checkbox"/>	Child1, Test																															
<input type="checkbox"/>	Child2, Test																															

Check here if the child did not attend this month, but is still enrolled

To edit an individual child form, click directly on the Child's name, which is a link to that Child's Attendance panel on the Child form (see screen on the next page). Note: If a Child Form is in "Ready to Submit" Status, edits to attendance must be done on the Child Form itself.

All children who have monthly forms "In Process" will appear on the classroom attendance grid. You may have to scroll down to see all children.

MAFKids
More At Four
Reporting System

Contract: Test Contract 3 Site: Site 1 Classroom: Classroom 1 Child: Test Child1

Forms Admin My Profile Reports Logoff MAF Plan

Demo-graphics Risk Factors Service Priority Assessment Evaluation Household Info Attendance/Disabilities Form Status

Edit Attendance/Disabilities

Reporting Period: 8-2008

This form is in edit mode. Clicking on the **Next** or **Save** buttons will save the information you entered or changed on this panel. Leaving this page in any other manner will cause any unsaved changes to be abandoned.

[Back to Classroom Attendance](#) [Previous](#) [Save](#) [Next](#)

17. The cost (in dollars and cents) of serving this child during this reporting period paid for with Smart Start funds: \$0.00

18. Did child withdraw from More at Four this reporting period?

☐ Yes ☐ No

If yes, indicate reason for withdrawal:

- ☐ End of program year
- ☐ Child moved out of service area
- ☐ Child moved to another More at Four classroom
- ☐ Child moved to a non-More at Four pre-K setting
- ☐ Disruptive behavior: Child moved to an alternate setting
- ☐ Disruptive behavior: Child expelled
- ☐ Parent choice
- ☐ Transportation problem
- ☐ Do not know
- ☐ Other (specify below)

☒ NA

After you have edited the Child's form, click the "Back to Classroom Attendance" button and you will be taken back to the Classroom Attendance form

When you click on a Child's name on the Attendance Grid, it will link directly to the screen above, the Attendance/Disabilities panel for that Child for the appropriate month. This feature is particularly helpful if you need to exit a child in a given month. If any edit to a particular child's attendance could affect past reimbursement, please contact OEL.

Keep in mind that you must exit a child in the month of last his/her attendance day.

Editing Previous Months' Site and Classroom Forms

If you need to edit a previous month's form that is "In Process", either change the Reporting Period or click on the magnifying glass next to the Site or Classroom name. If you need to edit a "Ready to Submit" or a "Submitted" site or classroom form from previous months, click the "Show All Report Periods" box that is available on the "Forms Selector" page. This brings you to a Forms Selector page that lists all available forms and their status. Select View, Edit or New Version depending on the status of the form and your needs.

MAFKids
More At Four
Reporting System

Contract: Test Contract 2 Site: Site 1 Classroom: Classroom 1 Child: Test Child1

Forms Admin My Profile Reports Logoff MAF Plan

Work With Classroom Form - Classroom 1 **Reporting Period: 9-2008**

Shown below is a list of all forms for Classroom 1. Click *Edit* to view AND edit the corresponding form. Click *View* to browse the form. Click *New Version* to make corrections to a form that has already been submitted. Click *Delete* to delete a form for a specific reporting period.

Show All Reporting Periods: ☒

Period	Version	Status	Date	User	Edit	View	New Version	Delete
8-2008	1	Submitted	7/22/2008 3:33 PM	Theresa Lowe		View	New Version	
9-2008	1	In Process	7/22/2008 3:33 PM	Theresa Lowe	Edit	View		Delete

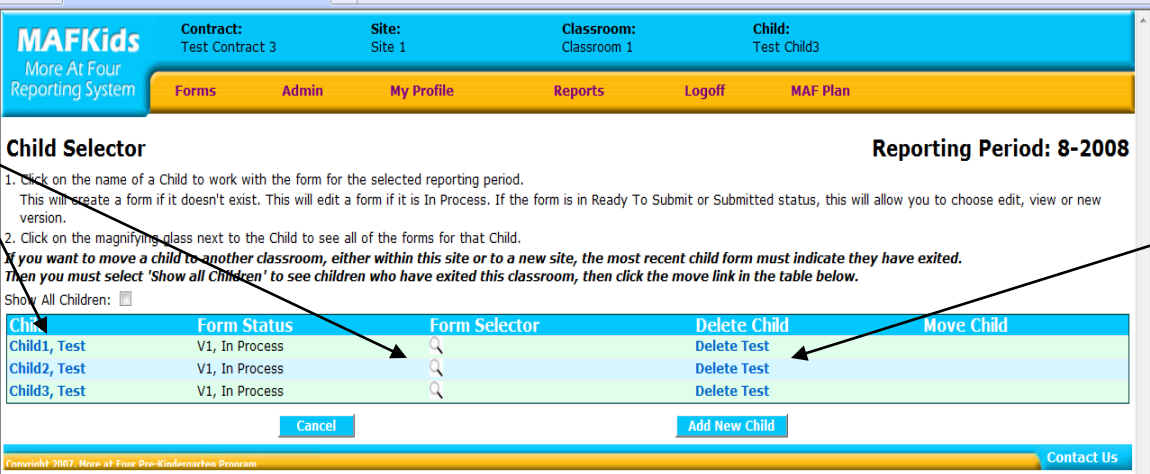
Cancel

Click the
"Show All
Reporting
Periods" box
to see all
available
forms and
their status

Editing the Child Form

To edit the Child Form, click on the classroom name under "Child Forms" on the Work with Forms page. To edit the currently selected month's form for a child, first click on the name of the child. After you enter all the child data for the first month of service, the data will feed over when you create forms for subsequent months. If there are no updates to a child's information (other than attendance) in a given month and you have used the Attendance Grid to enter attendance, you do not need to edit the individual child form. To edit/view/create a new version of a previous month's form, click on the magnifying glass by the child's name.

Click on the child's name in the selector list for the current month's form; to edit/view previous months' data, click on the magnifying glass



MAFKids More At Four Reporting System

Contract: Test Contract 3 Site: Site 1 Classroom: Classroom 1 Child: Test Child3

Forms Admin My Profile Reports Logoff MAF Plan

Child Selector Reporting Period: 8-2008

1. Click on the name of a Child to work with the form for the selected reporting period.
This will create a form if it doesn't exist. This will edit a form if it is In Process. If the form is in Ready To Submit or Submitted status, this will allow you to choose edit, view or new version.

2. Click on the magnifying glass next to the Child to see all of the forms for that Child.

If you want to move a child to another classroom, either within this site or to a new site, the most recent child form must indicate they have exited. Then you must select 'Show all Children' to see children who have exited this classroom, then click the move link in the table below.

Show All Children: ☐

Child	Form Status	Form Selector	Delete Child	Move Child
Child1, Test	V1, In Process		Delete Test	
Child2, Test	V1, In Process		Delete Test	
Child3, Test	V1, In Process		Delete Test	

Cancel Add New Child

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You may also delete a child from this screen, if you determine that they are not part of the More at Four program. You will only have this option when the child has no forms submitted; if you need to delete a child after a child form is submitted, contact the MAFKids coordinator at (919) 981-7302

Child Forms make up the majority of the collected information for MAFKids 2010-11. All Child Form panels and questions are listed in the appendix of this User Guide (see page 47).

Moving an Existing Child to Another Classroom

You may move an existing child in MAFKids to another Classroom without re-entering the child level data. This move must be initiated through the MAFKids report for the original classroom. To begin a move, you must first select "yes" to Question #18 on the Child Form in the original classroom. Once this is done, the child's name then appears in the Child selector list (after "Show All Children" is checked) in the "Move Child" column with a "Move" option beside it.

Check the "Show all Children" box to show all children who have been served in this classroom, including those who have been exited

MAFKids
More At Four
Reporting System

Contract: Test Contract 3 Site: Site 1 Classroom: Classroom 1 Child: Test Child1

Forms Admin My Profile Reports Logoff MAF Plan

Child Selector Reporting Period: 8-2008

1. Click on the name of a Child to work with the form for the selected reporting period.
This will create a form if it doesn't exist. This will edit a form if it is In Process. If the form is in Ready To Submit or Submitted status, this will allow you to choose edit, view or new version.

2. Click on the magnifying glass next to the Child to see all of the forms for that Child.

If you want to move a child to another classroom, either within this site or to a new site, the most recent child form must indicate they have exited. Then you must select 'Show all Children' to see children who have exited this classroom, then click the move link in the table below.

Show All Children: ☒

Child	Form Status	Form Selector	Delete Child	Move Child
Child1, Test	V1, In Process		Delete Test	Move Test
Child3, Test	V1, In Process		Delete Test	
Child3, Test	V1, In Process		Delete Test	

Cancel Add New Child

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The "Move" option is available because "Test Child1" is shown as exited in Question #18 on the Child Form

Select the "Move Child" option corresponding to the child's name. You will be taken to the screen on the next page.

Here, you select the site and classroom information that corresponds to child's new location from the drop down menu and then select the "Move" button.

MAFKids
More At Four
Reporting System

Contract: Test Contract 3 Site: Site 1 Classroom: Classroom 1 Child: Test Child1

Forms Admin My Profile Reports Logoff MAF Plan

Move Child: Test Child1

Move the child described below to a new classroom. Click Move to move the child or click Cancel to return to the previous screen without moving the child.

Child Name: Test Child1
Date of Birth: 02/24/2004
Child's Gender: female

Move Child From:
Contract: Test Contract 3
Site: Site 1
Classroom: Classroom 1

Move Child To:
Contract:
Site:
Classroom:

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Select the new Contract, Site and/or Classroom that the child will move to and then click on "Move"

After these steps are completed, the child appears in the selector list for the new classroom and a form may be started. Note: Overlapping attendance days cause an error in your forms, so make sure the child's last attendance day in the original classroom and first attendance day in the new classroom do not overlap. Also, the child will appear on the attendance reports for both classrooms if the child attended days in both classrooms that month.

Exiting a Child from MAFKids

To exit a child, s/he must have at least 1 attendance day in the same month as the exit date. If you discover that a child has left the program after submitting the forms for that month, create a "new version" of the Child Form for the last month the child attended. The "new version" option is shown on the Form Selector screen when you click on the magnifying glass next to the child's name (see screen shot below). Change the answer to question #18 in the new version of the Child form to "yes, the child has left the program", choose the reason, save your changes, put the form in Ready to Submit status and re-submit for that month. The child's attendance during the month exited will still be included on the attendance report for that month.

MAFKids
More At Four
Reporting System

Contract: Test Contract 2 Site: Site 1 Classroom: Classroom 1 Child: Test Child1

Forms Admin My Profile Reports Logoff MAF Plan

Work With Child Form - Test Child1 Reporting Period: 9-2008

Shown below is a list of all forms for Test Child1. Click *Edit* to view AND edit the corresponding form. Click *View* to browse the form. Click *New Version* to make corrections to a form that has already been submitted. Click *Delete* to delete a form for a specific reporting period.

Show All Reporting Periods: ☒

Period	Version	Status	Date	User	Edit	View	New Version	Delete
8-2008	1	Submitted	7/22/2008 3:33 PM	Theresa Lowe	View	View	New Version	Delete
9-2008	1	In Process	7/22/2008 3:52 PM	Theresa Lowe	Edit	View		Delete

Cancel

Click on "New Version" to edit a form that has previously been submitted

To exit a child from the More at Four program prior to submitting that month's forms, simply answer question #18 on the Child form "yes", select the reason that best fits the child's reason for leaving and proceed with your form submission as usual.

Deleting Forms

You can delete a Site, Classroom or Child form only if it is in "In Process" or "Ready to Submit" status. Forms that are in "Submitted" status cannot be deleted. To delete a form, go to the Forms screen and click on the magnifying glass next to the type of form you wish to delete. On the screen below, the classroom magnifying glass for Test Class 1 was clicked and the screen shows all available forms for that classroom.

MAFKids
More At Four Reporting System

Contract: Test Contract 2 Site: Site 1 Classroom: Classroom 1 Child: Test Child1

Forms Admin My Profile Reports Logoff MAF Plan

Work With Child Form - Test Child1 **Reporting Period: 9-2008**

Shown below is a list of all forms for Test Child1. Click *Edit* to view AND edit the corresponding form. Click *View* to browse the form. Click *New Version* to make corrections to a form that has already been submitted. Click *Delete* to delete a form for a specific reporting period.

Show All Reporting Periods: ☒

Period	Version	Status	Date	User	Edit	View	New Version	Delete
8-2008	1	Submitted	7/22/2008 3:33 PM	Theresa Lowe		View	New Version	
9-2008	1	In Process	7/22/2008 3:52 PM	Theresa Lowe	Edit	View		Delete

Cancel

To delete any of the forms shown, click on the delete option in the far right column and then click delete again (or cancel if you change your mind) when the confirmation screen appears

*Note: If you have a large number of forms that need to be deleted, please contact KC Elander at (919)981-7302 or kc.elander@ncpublicschools.gov for assistance.

Making all Forms Ready to Submit

There is a feature in MAFKids that allows you to change the status of a batch of forms within the same reporting period from "In Process" status to "Ready to Submit" status, provided that there are no missing data or other form errors.

MAFKids
More At Four Reporting System

Contract: Test Contract 3 Site: Site 1 Classroom: Classroom 1 Child: Test Child1

Forms Admin My Profile Reports Logoff MAF Plan

Work With Forms

1. Select a reporting period.
2. Click on the name of a Site or Classroom to work with the form for the selected reporting period.
This will create a form if it doesn't exist. This will edit a form if it is In Process. If the form is in Ready To Submit or Submitted status, this will allow you to choose edit, view, or new version.
3. Click on the magnifying glass next to the Site or Classroom to see all of the forms for a Site or Classroom and their status.
4. Click on the specific classroom under Child Forms to see a list of children for that Classroom.

Select Contract Create All Forms Make Forms Ready to Submit Review / Submit Forms

Reporting Period: 8-2008

Site Forms	Classroom Forms	Child Forms
Site 1 In Process	Classroom 1 In Process	Classroom 1 Children
	Classroom 2 In Process	Classroom 2 Children
	Classroom 3 In Process	Classroom 3 Children
Site 10 In Process	Classroom 17 In Process	Classroom 17 Children
	Classroom 18 In Process	Classroom 18 Children

From the Forms page, select the Reporting Period and then select "Make Forms Ready to Submit"

Click "OK" on the next screen and wait patiently while the system processes all of the forms. A results page will be displayed, showing which forms were changed to Ready to Submit and any errors for forms that could not be changed.

Processed Forms Results Screen

MAFKids
More At Four
Reporting System

Contract: Test Contract 2 Site: Site 1 Classroom: Classroom 1 Child: Test Child2

Forms Admin My Profile Reports Logoff MAF Plan

Make All Forms Ready to Submit **Reporting Period: 9-2008**

This process will change all forms that are 'In Process' to 'Ready to Submit' if they have no errors. Once all forms are in 'Ready to Submit' status, use the 'Submit' button to go to the 'Review/Submit Forms' page.

[Return](#)

Forms(s) Ready to Submit	
SITE: Site 1	Success
CLASSROOM: Classroom 1	Success
CHILD: Child1, Test	Success
Classroom: Classroom 1	Success
Site: Site 1	Success
SITE: Site 2	Success

Forms(s) Not Ready to Submit			
Name	Panel	Concern	Description
CHILD: Child2, Test Classroom: Classroom 1 Site: Site 1	Demographics	Inconsistent Data	The child date of birth is not eligible for MAF services
	Demographics	Missing Data	The child's gender is required
	Demographics	Missing Data	US Citizen Yes or No is required
	Demographics	Missing Data	NC Resident Yes or No is required
	Demographics	Missing Data	Child of eligible military family Yes or No is required
	Risk Factors	Missing Data	Income at or below 75% Yes or No is required
	Risk Factors	Missing Data	Poverty Status is required
	Risk Factors	Missing Data	Additional Risk Factors: Limited English Proficiency (LEP) Yes or No is required
	Risk Factors	Missing Data	Additional Risk Factors: Identified Disability Yes or No is required
	Risk Factors	Missing Data	Additional Risk Factors: Chronic Health Condition Yes or No is required
	Risk Factors	Missing Data	Additional Risk Factors: Development/Educational Need Yes or No is required
	Risk Factors	Missing Data	Additional Risk Factors: Development/Educational Need Yes or No is required

This list shows all Site and Classroom forms that have been made "Ready to Submit" and a list of errors for forms that could not be changed to "Ready to Submit"

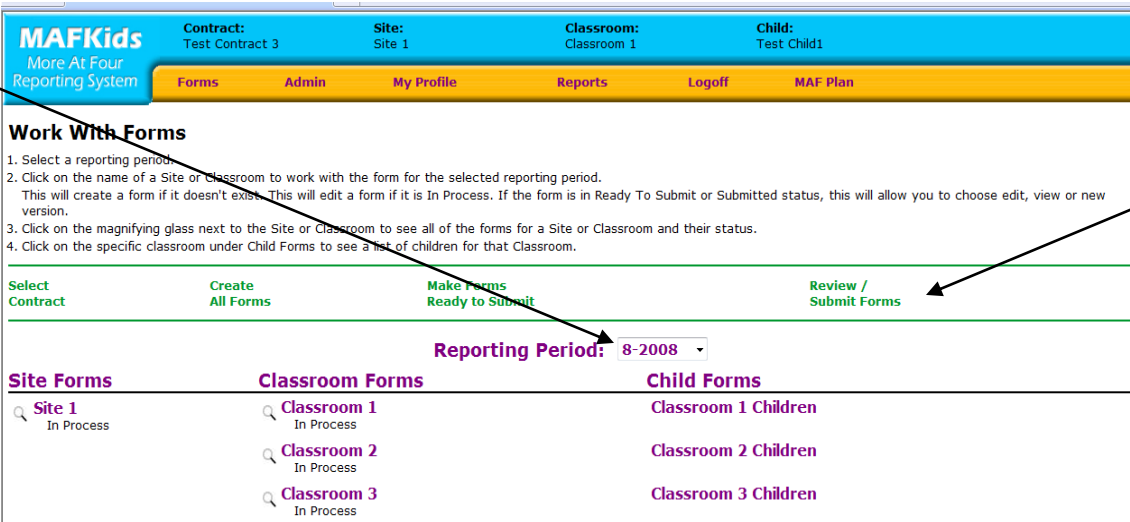
If forms are listed with errors/missing information, you will need to return to those forms to complete them. See page 19 of this User Guide for information on "Editing Forms."

After you batch-process forms so they are "Ready to Submit" and if there are no errors, a Submit button which links to the Form Review/Submit page will appear on this page.

Reviewing and Submitting Forms

Only a user who has Contract Administrator rights can submit forms (see page 43 of this User Guide for information about Roles and Rights). To submit forms, go to the Forms screen, select the reporting period you wish to review and then click "Review/Submit Forms".

Select the appropriate Reporting Period...



...then select "Review/Submit Forms"

MAFKids
More At Four Reporting System

Contract: Test Contract 3 Site: Site 1 Classroom: Classroom 1 Child: Test Child1

Forms Admin My Profile Reports Logoff MAF Plan

Work With Forms

1. Select a reporting period.
2. Click on the name of a Site or Classroom to work with the form for the selected reporting period. This will create a form if it doesn't exist. This will edit a form if it is In Process. If the form is in Ready To Submit or Submitted status, this will allow you to choose edit, view or new version.
3. Click on the magnifying glass next to the Site or Classroom to see all of the forms for a Site or Classroom and their status.
4. Click on the specific classroom under Child Forms to see a list of children for that Classroom.

Select Contract Create All Forms Make Forms Ready to Submit Review / Submit Forms

Reporting Period: 8-2008

Site Forms	Classroom Forms	Child Forms
Site 1 In Process	Classroom 1 In Process	Classroom 1 Children
	Classroom 2 In Process	Classroom 2 Children
	Classroom 3 In Process	Classroom 3 Children

In order to submit the forms for a contract, all associated Site, Classroom, and Child forms must be in "Ready to Submit" status. In fact, you will not even see the "Submit" button until all forms are "Ready to Submit". When the system recognizes that you have a complete set of forms ready to submit, the "Submit" button appears (see next page). Click the Submit button to electronically send your monthly service reports to the State More at Four office.

This section shows any forms from previous months that were not submitted; select the Reporting Period indicated to Submit or Delete these forms as appropriate

Submit Page

SUBMISSION SUMMARY

Form Type	In Process	Ready To Submit	Submitted	Selected Period Total	Previous Period Total	Change from Previous Period
Site	0	1	0	1	36	-35
Classroom	0	1	0	1	62	-61
Child	0	2	0	2	3	-1

PREVIOUS REPORTING PERIODS WITH FORMS TO SUBMIT
 Previous reporting periods have forms that are In Process or Ready to Submit status. Please use the Reporting Period selector at the top of this screen to change to the reporting period (s) listed below to see which specific forms have not been submitted and submit/delete those forms as appropriate.

Reporting Period	Number of Forms In Process or Ready to Submit
7-2008	1
8-2008	101

FORM DETAILS

Type	Site	Classroom	Child	Version	Status	Date	User	Edit	View
Site	Site 1			1	Ready to Submit	22Jul08	Elizabeth Santana	Edit	View
Classroom	Site 1	Classroom 1		1	Ready to Submit	22Jul08	Elizabeth Santana	Edit	View
Child	Site 1	Classroom 1	Child1, Test	1	Ready to Submit	22Jul08	Elizabeth Santana	Edit	View
Child	Site 1	Classroom 1	Child2, Test	1	Ready to Submit	22Jul08	Elizabeth Santana	Edit	View

COMMENT:

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Once all forms are in "Ready to Submit" status, you will see a "Submit" button at the bottom of the page; hit the "Submit" button to submit monthly Service Reports

Attendance Reports

At the conclusion of each month of service, Monthly Classroom Attendance Reports and Summary of Attendance Reports are generated from the MAFKids system. After entering the complete month's attendance for each child in the classroom and putting the forms in "Ready to Submit" status, these reports can be generated by the user. Note that users will only be able to generate and print reports for classrooms and sites for which they have access. Note: To view and print Attendance Reports, you now need to use Adobe Acrobat Reader. If you need to download this free software utility, please visit <http://www.adobe.com/products/acrobat/readstep2.html>

Classroom Attendance Report

Click Reports from the Forms Screen to go the Reports screen, shown here:

MAFKids
More At Four
Reporting System

Contract: Test Contract 3 Site: Site 1 Classroom: Classroom 1 Child: Test Child1

Forms Admin My Profile **Reports** Logoff MAF Plan

Reports
Reports are available to monitor form submission activity and other data related to the program.

Selection Criteria

Contract: Test Contract 3
Reporting Period: 8-2008

Select Report

- ◆ **Classroom Attendance Report**
Generates a Classroom Attendance Report for a specific classroom.
- ◆ **Summary of Classroom Attendance Report**
Generates a summary of the Classroom Attendance Report for the current Contract.

Confirm
Contract
and Report
Period,
then select
Classroom
Attendance
Report

This brings up the screen on the next page:

You may print all your Classroom Attendance Reports at once with the "Print All Classrooms" button.....

Classroom Attendance Report Selector Screen

The screenshot shows the 'Classroom Attendance Report Selector Screen' in the MAFKids system. At the top, a blue header bar contains the MAFKids logo and user information: Contract: Test Contract 1, Site: Site 1, Classroom: Classroom 1, and Child: test Child1. Below this is a yellow navigation bar with links: Forms, Admin, My Profile, Reports, Logoff, and MAF Plan. The main content area has a title 'Classroom Attendance Report' and a subtitle 'Print out a classroom attendance report for the forms.' To the right, it says 'Reporting Period: 8-2008'. A blue button labeled 'Print All Classrooms' is positioned above a table. The table has two columns: 'Site' and 'Classroom'. Under 'Site', there are rows for 'Site 1' and 'Site 2'. Under 'Classroom', there are rows for 'Classroom 1' and 'Classroom 2'. A 'Cancel' button is at the bottom left of the table. A 'Contact Us' link is at the bottom right. Two arrows point from external text boxes to the 'Print All Classrooms' button and the 'Classroom' column header.

Site	Classroom
Site 1	Classroom 1
Site 2	Classroom 2

...or select the classroom name for individual Attendance Reports you need to generate

Attendance Report Screen

After you review the report, select File/Print from your menu bar or click on the printer icon in the File tool bar

Monthly Attendance Report

No Teachers were found for this classroom. Please use the County Plan web site to confirm last year's teachers or add new teachers.

General Information		Site Information		Contract Information	
Attendance Report printed on: 07/22/2008 05:13:19 PM		Facility/Site Name: Site 1 Classroom: Classroom 1		More at Four Contract: Test Contract 3	
Service Period: 9-2008		Teacher Names:		Contract Administrator Name: Pamela J. Dandy	
Number of Allocated Slots: 18		Site Director Name: Principal or Administrator		Contract Number: 0084-09	
Number of Children Attended: 3		Signature of Site Director**:		Site Operational Days: 19	
Number of TANF Attended: 1		Date:		Signature of Contractor:	
Number of TANF Attended: 1		Date:		Date:	
Class Reimbursement per Slot: \$450.00					

		Days Attended this Report Period																																	
First Name	Last Name	DOB	Exit Date	TANF Elig.	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	Total Days
*Test	Child1	02/24/2004		Yes	n	n	Y	Y	Y	n	n	Y	Y	Y	Y	n	n	Y	Y	Y	n	n	Y	Y	Y	n	n	Y	Y	Y	n	n	Y	Y	19
*Test	Child2	07/17/2004		No	n	n	Y	Y	Y	n	n	Y	Y	Y	Y	n	n	Y	Y	Y	n	n	Y	Y	Y	n	n	Y	Y	Y	n	n	Y	Y	17
*Test	NewforSept.	03/23/2004		No	n	n	n	n	n	n	n	n	n	n	n	n	n	n	n	n	n	n	n	n	n	n	n	n	n	n	n	n	n	5	
		Number in Attendance Daily:		0	0	2	2	2	0	0	2	2	2	2	2	0	0	2	2	1	1	0	0	2	2	3	3	1	0	0	3	3			

This month, the children listed below are newly enrolled with the More at Four Program:
Test NewforSept.

Shaded calendar days indicate when the site was not operational. A dash (-) indicates that the child was not enrolled on that calendar day. An asterisk (*) next to a "Y" indicates that the child was not enrolled on that calendar day, but has been marked as having attended that day. An asterisk (*) next to First Name indicates a date for either a Health Assessment and/or a Developmental Screening has not been indicated for this child.

In order to be counted toward TANF MOE, a child must meet certain criteria including 1) be a US Citizen, 2) be a North Carolina resident, 3) be eligible for free lunch or eligible for reduced priced lunch 4) the Primary caregiver must be employed and 5) the child must live with child an adult blood relative or with a non-relative who has legal custody or guardianship. Note that TANF MOE criteria are different than More at Four eligibility criteria.

** Site Director signature certifies each child's attendance and that the classroom is in compliance with the More at Four Pre-Kindergarten requirements.

Contract Number is automatically printed on form

Children who are newly enrolled in More at Four in a given month will be shown on the Monthly Attendance Report in this section

Only children whose forms are in "Ready to Submit" or "Submitted" Status will appear on this report. An asterisk by a child's first name indicates that a date for a Health Assessment and/or Developmental Screening has not been provided; see questions #11 and #12 (on the Assessment Evaluation panel) of the Child Form. Please enter this information as it becomes available throughout the year for each child

After you review the Attendance Report for accuracy and print it, be sure to get signatures of the site director and the contractor before making a copy to send to the State More at Four office, along with the Summary of Attendance Report (see next page). Note: Teachers names must appear on Classroom Attendance Report before reimbursement from OEL will be made.

Summary of Classroom Attendance Report

After all attendance information has been entered for each site, the user will create the Summary of Classroom Attendance Report.

MAFKids
More At Four
Reporting System

Contract: Test Contract 3 Site: Site 1 Classroom: Classroom 1 Child: Test Child1

Forms Admin My Profile Reports Logoff MAF Plan

Reports

Reports are available to monitor form submission activity and other data related to the program.

Selection Criteria

Contract: Test Contract 3
Reporting Period: 8-2008

Select Report

- ◆ **Classroom Attendance Report**
Generates a Classroom Attendance Report for a specific classroom.
- ◆ **Summary of Classroom Attendance Report**
Generates a summary of the Classroom Attendance Report for the current Contract.

Select Summary
of Classroom
Attendance
Report

Summary of Classroom Attendance
For Reporting Period: 8-2008

Contract: Test Contract 3
Contractor Name: Dowdy Pamela J.
Contractor Number: 0084-09
Contractor Signature: _____ Date: _____

Facility/Site Name	Classroom	Teacher Names	Allocated Slots (from County Plan)	Number of Slots for Reimburse.
Site 1	Classroom 1		18	
Site 1	Classroom 2		18	
Site 1	Classroom 3		18	
Site 10	Classroom 17		18	

After you
review the
report, select
File/Print
from your
menu bar or
click on the
printer icon
in the File
tool bar

Be sure to sign
and date the
Summary of
Classroom
Attendance
Report before
sending the
original to
State Office

The Classroom Attendance Reports require the signatures of the Site Director and the Contract Administrator. The Summary of Attendance Report requires the signature of the Contractor. The original of the Summary of Attendance Report (with original signature) and a copy of the Classroom Attendance Report, along with the Request for Payment, are sent to the State More at Four office. See the More at Four Pre-kindergarten Program Budget, Financial and Contract Manual for more information: (<http://www.OEL.nc.gov/MoreFour/manuals.asp>).

Child Data Reports

Child Data Reports, which provide information taken from the Child forms for your contract are available on the Reports page of MAFKids. The links for the Child Data Report and the cumulative Child Data Report are found directly under the Classroom Summary Report, as shown below:

Select a Reporting Period and click either Child Data Report Links; the Cumulative Child Data Report will show the latest information entered for ALL children served

MAFKids
More At Four Reporting System

Contract: 0809 Brunswick Site: Babies Learning Center Classroom: 01 Child: test kent

Forms Admin My Profile Reports Logoff MAF Plan

Reports
Reports are available to monitor form submission activity and other data related to the program.

Selection Criteria

Contract: 0809 Brunswick
Reporting Period: 8-2008

Select Report

- ◆ **Classroom Attendance Report**
Generates a Classroom Attendance Report for a specific classroom.
- ◆ **Summary of Classroom Attendance Report**
Generates a summary of the Classroom Attendance Report for the current Contract.
- ◆ **Open Child Data Report**
Generates an Excel sheet for the selected reporting period.
- ◆ **Open Cumulative Child Data Report**
Generates an Excel sheet for the most recent reporting period for each child.

Once you click on either of the "Child Data Reports", this screen will be displayed:

MAFKids
More At Four
Reporting System

Contract: Test Contract 3 Site: Site 1 Classroom: Classroom 1 Child: Test Child1

Forms Admin My Profile Reports Logoff MAF Plan

Reports

This may take a moment.
After you click the 'Generate' button to the right, the report will be generated and then click the 'Open Child Data Report' below to open the report.

Generate Cancel

Reports are available to monitor form submission activity and other data related to the program.

Selection Criteria

Contract: Test Contract 3
Reporting Period: 8-2008

Select Report

Click on the
"Generate"
button to
display the
Report
selection
screen below:

Click on the Generate button to get to the screen below, which displays the "Open Child Data Report" or the "Open Cumulative Child Data Report" link:

MAFKids
More At Four
Reporting System

Contract: Test Contract 3 Site: Site 1 Classroom: Classroom 1 Child: Test Child1

Forms Admin My Profile Reports Logoff MAF Plan

Reports

Reports are available to monitor form submission activity and other data related to the program.

Selection Criteria

Contract: Test Contract 3
Reporting Period: 8-2008

Select Report

- ♦ **Classroom Attendance Report**
Generates a Classroom Attendance Report for a specific classroom.
- ♦ **Summary of Classroom Attendance Report**
Generates a summary of the Classroom Attendance Report for the current Contract.
- ♦ **Open Child Data Report**
Generates an Excel sheet for the selected reporting period.

Click on "Open Child Data Report" to access the information shown below:

Sample Child Data Report

To see complete data for all children in a given contract, choose the "All Child Data" tab

Contract	Site	Classroom	Reporting Period	Child ID	Q1 First Name	Q1 Middle Initial	Q1 Last Name	Q2 Gender	Q3 Social Security Number
Test Contract 3	Site 1	Classroom 1	8-2008	557001	Test		Child1		
Test Contract 3	Site 1	Classroom 1	8-2008	557002	Test		Child2		
Test Contract 3	Site 1	Classroom 1	8-2008	557003	Test		Child3		

The tabs in the Excel Workbook correspond to the panels on the Child Form. Click on the "All Child Data" tab to see all child level information in your contract printed on one page, or click on other tabs to access information specific to the corresponding panel.

Answer Sheets

For each complete form, you may pull up a printable "Answer Sheet": a listing of each item on the form and the response that was entered. The Answer Sheet button is on the "Form Status" panel of each form.

MAFKids
More At Four
Reporting System

Contract: Test Contract 3 Site: Site 1 Classroom: Classroom 1 Child: Test Child1

Forms Admin My Profile Reports Logoff MAF Plan

General Form Status

Form Status - Classroom 1 **Reporting Period: 8-2008**

Review the Form summary information below. When the form is complete, click the "Ready to Submit" button. Click the Close button to close the form. Click the Answer sheet button to view and/or print all of the items on the current form.

The Form is complete. The Form Status may now be changed to 'Ready to Submit'. Be sure to save after changing status.

Current Form Status: In Process [Make Ready to Submit](#)

There are no errors on this form.

[Previous](#) [Close](#) [Answer Sheet](#)

The Form Status page of a Classroom Form is shown...click on the Answer Sheet button to pull up the Answer Sheet for this form

The Answer Sheet prints out existing data for that form, so you'll want to make sure that you have all the data entered before you generate an Answer Sheet.

Answer Sheet for Classroom Form

MAFKids
 More At Four
 Reporting System

Contract: Test Contract
Site: Site 1

Classroom: Classroom 1
Child: Test Child1

Print

**MORE AT FOUR PERIODIC REPORT
CLASSROOM FORM**

Close

1. Highest total enrollment this month (including MAF and non-MAF children): 12
2. More at Four slot reimbursement rate: 450

Copy from Site Operation Days

8-2008 Child Attendance
 1. The classroom form must be in process to edit the grid.
 2. You can only edit attendance for children whose forms are in process.
 3. Clicking on the name of a child whose form is in process will take you to the attendance/disabilities form for that child.

Student Enrolled but had 0 days	Child Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
<input type="checkbox"/>	Child1, Test	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Child2, Test	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Child3, Test	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Users' Rights and Roles

Your Logon ID restricts the areas of MAFKids that you can access. Contract/Site/Classroom Administrator Roles give a user the ability to create, view, and edit Forms within their assigned access area. For example, a user who is assigned the role of Classroom Administrator for "Classroom A" in "Cardinal Elementary School" of "Cardinal County" may only create or view forms for children in that classroom within that site within that contract. The User Administrator role, shown under Other Administrator Roles below, gives a user the ability to add new or edit existing users for the Contract. The following table shows all possible Administrator Roles and Access Rights:

<i>Administrator Role:</i>	<i>Allows Access Rights to create/edit/view/delete Forms:</i>
Contract Administrator	Contract for your County/Region <i>Only Contract Administrators may Submit Forms and Change Requests.</i>
Site Administrator	One or more Sites in the selected Contract
Classroom Administrator	One or more Classrooms (and associated Children) in the selected Contract and Site
<i>Other Administrator Role:</i>	<i>Allows User to:</i>
User Administrator	Create or Edit user information for other Users in their Contract. A User Administrator can only assign Roles and Access Rights at or below their own Access Rights level.
Plan Administrator	Log in to the MAFPlan system (to view and to change your County/Region Plan).

Adding and Maintaining Users

If you are a User Administrator, you can add New Users and edit User information (change a User's Password or assign/change their Roles and Access Rights). To add a New User:

- ◆ Go to the "Admin" screen.
- ◆ Click "Add User".

Enter the New User demographic information (required fields are marked with an asterisk *)

MAFKids
More At Four Reporting System

Contract: Test Contract Site: Test Site 1 Classroom: Test Class 1 Child: None Selected

Forms Admin My Profile Reports Logoff MAF Plan

Add User

DEMOGRAPHICS

*Logon ID: Guest

*Password: ●●●●●●

*First/Last Name: Test User

Email:

OK Cancel

Make a note of the password you select so you won't forget it

- ◆ Be sure you click OK to save the Demographics record; after you click OK, you will be prompted to enter more information in the "Maintain User" screen. Here, the important section is called "Rights and Roles". (Refer to the table on page 39 to learn more about user rights and roles.)
 - If you want this user to be a Contract Administrator, put a checkmark in that box.
 - If you want this user to be a Site Administrator, put a checkmark in that box. Then click on the word Site. Choose *All Sites*, *one specific Site*, or *multiple Sites* (using the control button) which you want this person to be able to have access to. After you make each selection, it will bring you back to the Maintain User page and display what you just chose.
- ◆ If you want this user to be a Classroom Administrator, put a checkmark in that box. Then click the word Classroom. Choose *All Classrooms*, *one specific Classroom*, or *multiple Classrooms* (using the

control button) that you want this person to be able to access. After you make your selection, it will bring you back to the Maintain User page and display what you just chose.

If you want this user to be a User Administrator, put a checkmark in that box.

- ♦ You will only be allowed to assign new users in your Contract *at or below* your rights and roles level.
- ♦ Enter any other information about the User (optional).

Click the OK button at the bottom of the screen to save the settings and leave this area.

MAFKids
More At Four Reporting System

Contract: Test Contract Site: Test Site 1 Classroom: Test Class 1 Child: Test Child1

Forms Admin My Profile Reports Logoff MAF Plan

Maintain Users

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z ALL

User: user, test ☐ Show Active & Inactive Users

DEMOGRAPHICS

Logon ID: devTESTUSER

Active: ☒

*Password:

*First/Last Name: test user

Email:

ROLES AND ACCESS RIGHTS

☒ Contract Administrator ☒ Site Administrator ☒ Classroom Administrator ☒ User Administrator ☒ Plan Administrator

Contract: Test Contract Site: All Sites Classroom: All Classrooms

OK Cancel

This user has access to All Sites and All Classrooms (and children in those classrooms) for Test Contract

Changing a User's Password

There are two ways to change a password. Use Method 1 if you are changing your own; use Method 2 if you are a User Administrator and you are changing another user's password.

Method 1: Go to "My Profile". Delete the contents of the Password box, type in the new password, then click the OK button to save.

Method 2: Go to "Admin" and click "Maintain User". Select the username from the drop-down list. Delete the contents of the Password box, type in the new password, then click the OK button to save. Remember to tell the person their new password!

Inactivating a User

You may inactivate a User Logon ID, so that it will no longer provide access to the MAFKids system. To inactivate a user: Go to the "Admin" screen and click "Maintain User." Select the username from the drop-down list. Remove the checkmark from the box next to the word "Active".

Archived Data

MAFKids holds forms and data for the *current school year only*. Users may access previous years' data at the following websites:

2009-2010: <http://maf.ad.unc.edu/moreatfour20092010/logon.aspx>

2008-2009: <http://maf.med.unc.edu/moreatfour20082009/mafLogon.aspx>

2007-2008: <http://maf.med.unc.edu/moreatfour20072008/mafLogon.aspx>

2006-2007: <http://maf.med.unc.edu/moreatfour20062007/mafLogon.aspx>

2005-2006: <http://maf.med.unc.edu/moreatfour20052006/mafLogon.aspx>

2004-2005: <http://maf.med.unc.edu/moreatfour20042005/maflogon.aspx>

2003-2004: <http://maf.med.unc.edu/moreatfour20032004/mafLogon.aspx>

2002-2003: <http://maf.med.unc.edu/moreatfour20022003/mafLogon.aspx>

Appendix Screen Shots and Questions: MAFKids 2010-11

Site Form: Service Days

MAFKids
More At Four Reporting System

Contract: qa Wake Site: Appletree Classroom: None Selected Child: None Selected

Forms Admin My Profile Reports Logoff MAF Plan

Service Days Form Status

Edit Site Form - Appletree **Reporting Period: 9-2009**

This form is in edit mode. Clicking on the **Next** or **Save** buttons will save the information you entered or changed on this panel. Leaving this page in any other manner will cause any unsaved changes to be abandoned.

Previous Save Next

Copy Calendars

Do you want to copy the site operational days and teacher work days to all currently in-process site forms? Yes No

1. Operation days in current reporting period for Site:

Check All Week Days

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 <input type="checkbox"/>	2 <input checked="" type="checkbox"/>	3 <input checked="" type="checkbox"/>	4 <input checked="" type="checkbox"/>	5 <input type="checkbox"/>
6 <input type="checkbox"/>	7 <input checked="" type="checkbox"/>	8 <input checked="" type="checkbox"/>	9 <input checked="" type="checkbox"/>	10 <input checked="" type="checkbox"/>	11 <input checked="" type="checkbox"/>	12 <input type="checkbox"/>
13 <input type="checkbox"/>	14 <input checked="" type="checkbox"/>	15 <input checked="" type="checkbox"/>	16 <input checked="" type="checkbox"/>	17 <input checked="" type="checkbox"/>	18 <input checked="" type="checkbox"/>	19 <input type="checkbox"/>
20 <input type="checkbox"/>	21 <input checked="" type="checkbox"/>	22 <input checked="" type="checkbox"/>	23 <input checked="" type="checkbox"/>	24 <input checked="" type="checkbox"/>	25 <input type="checkbox"/>	26 <input type="checkbox"/>
27 <input type="checkbox"/>	28 <input checked="" type="checkbox"/>	29 <input checked="" type="checkbox"/>	30 <input checked="" type="checkbox"/>			

2. Teacher workdays in current reporting period for Site:

☐ NA

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
6 <input type="checkbox"/>	7 <input type="checkbox"/>	8 <input type="checkbox"/>	9 <input type="checkbox"/>	10 <input type="checkbox"/>	11 <input type="checkbox"/>	12 <input type="checkbox"/>
13 <input type="checkbox"/>	14 <input type="checkbox"/>	15 <input type="checkbox"/>	16 <input type="checkbox"/>	17 <input type="checkbox"/>	18 <input type="checkbox"/>	19 <input type="checkbox"/>
20 <input type="checkbox"/>	21 <input type="checkbox"/>	22 <input type="checkbox"/>	23 <input type="checkbox"/>	24 <input type="checkbox"/>	25 <input checked="" type="checkbox"/>	26 <input type="checkbox"/>
27 <input type="checkbox"/>	28 <input type="checkbox"/>	29 <input type="checkbox"/>	30 <input type="checkbox"/>			

- 1. Operation days in current reporting period for Site:** Check the box next to each day that this Site was in operation serving children this report period. Operation days are defined as days when children attended the More at Four Program or when home/community setting visit occurred. (Note that all days when Home/Community setting visits occurred are reported as Operation days, not Teacher Workdays). For convenience, you can use the "Check All Week Days" utility and remove the check mark from the unwanted days. Do not check a box if the site was not serving any children that day (for example, do not check box for a teacher workday or for a holiday).

2. **Teacher workdays in current reporting period for Site:** Check the box next to each day that was a teacher workday at this Site (teachers were working but children were not in attendance). * Check the NA box if there were no teacher workdays that month. After Site Operation and Teacher Work Days are selected and saved, they may be copied to all Sites for any given month, using the *Copy Calendar* button.

*Note that operation days and teacher workdays are mutually exclusive; that is, a given day cannot be listed as both. If an operation day and a teacher workday are in conflict with each other, you will get an error message when you click on the Form Status panel. For non-operational days or holidays, simply leave the box blank. Home visit days are to be reported as operation days.

Classroom Form: General

MAFKids
More At Four
Reporting System

Contract: Test Contract 3 Site: Site 1 Classroom: Classroom 1 Child: Test Child1

Forms Admin My Profile Reports Logoff MAF Plan

General Form Status

Edit Classroom Form - General (Site 1:Classroom 1) **Reporting Period: 8-2008**

This form is in edit mode. Clicking on the Next or Save buttons will save the information you entered or changed on this panel. Leaving this page in any other manner will cause any unsaved changes to be abandoned.

Previous Save Next

1. Highest total enrollment this month (including MAF and non-MAF children):

2. More at Four slot reimbursement rate:

Copy from Site Operation Days

8-2008 Child Attendance

1. The classroom form must be in process to edit the grid.
2. You can only edit attendance for children whose forms are in process.
3. Clicking on the name of a child whose form is in process will take you to the attendance/disabilities form for that child.

Student Enrolled but had 0 days	Child Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
<input type="checkbox"/>	Child1, Test																															
<input type="checkbox"/>	Child2, Test																															
<input type="checkbox"/>	Child3, Test																															

1. Highest total enrollment this month (including More at Four and non-More at Four children): Enter the highest total class size for this classroom. This item is counting "slots", not specific children. If two children share one slot, count this as one slot for class size. See Program Guidelines for more information: <http://www.OEL.nc.gov/MoreFour/manuals.asp>.
2. State More at Four Funds paid per slot to provider: Enter rate for each More at Four slot filled for this Classroom. See Program Guidelines for more information: <http://www.OEL.nc.gov/MoreFour/manuals.asp>.
3. The attendance grid shows the names of all the children in this Classroom who have a form IN PROCESS for the month, and all the calendar days in the selected reporting month. If a Site Form has been completed for this month, the Copy Site Operation Days button will be activated. Click this button to select all days that this Site was in operation as attendance days for each Child's attendance record. Then you can make adjustments for individual children's actual attendance by removing check marks from the days they were absent. The box on the left labeled "Student Enrolled but had 0 Days" should be selected if the child had no attendance days, but is still enrolled. (If the child has exited the program, be sure to indicate that on question #18 on the child form). Be sure to click Save when you are done. (If you leave the page by clicking Back, you will lose any changes.)

Child Form: Demographics (entire screen not shown here)

Edit Child Info **Reporting Period: 7-2010**

This form is in edit mode. Clicking on the **Next** or **Save** buttons will save the information you entered or changed on this panel. Leaving this page in any other manner will cause any unsaved changes to be abandoned.

Previous **Save** **Next**

1. Child's name:	Test	Child
2. Child's gender:		
3. Child's identification numbers	NCWISE identification number:	Not yet assigned.
4. Child's date of birth: (Enter date as mm/dd/yyyy)		
5. Child's Ethnicity	Hispanic <input type="radio"/> Yes <input type="radio"/> No	
5a. Child's Race (Check at least one, and all that apply)	American Indian or Alaska Native	<input type="checkbox"/>
	Asian	<input type="checkbox"/>
	Black or African American	<input type="checkbox"/>
	Native Hawaiian or Other Pacific Islander	<input type="checkbox"/>
	White / European American	<input type="checkbox"/>
6. Is Child a U.S. Citizen?:	<input type="radio"/> Yes <input type="radio"/> No / Do not know	
7. Is Child a NC Resident?:		

1. **Child's name:** (information is drawn from another form or source in the system, but can be edited here).
2. **Child's gender:** Select male or female from the drop-down box.
3. **Child's identification numbers:** Child identification numbers are no longer collected in MAFKids.
4. **Child's date of birth:** Type in date as mm/dd/yyyy or use calendar icon to select a date (note that default is current year).
5. **Child's Ethnicity:** Check Yes or No for
- 5a. **Child's Race:** Check all that apply to indicate Child's race. (These are race categories as they appear on the US census).
6. **Is Child a U.S. Citizen?:** Choose Yes if you know child is a U.S. Citizen; otherwise, choose No/Do not know. Note: US Citizenship is not required for participation in More at Four.
7. **Is Child a NC Resident?:** Choose Yes if you know child is a resident of NC; otherwise, choose No/Do not know. Note: NC residency is not required for participation in More at Four.
- 7a. **Is at least one parent or legal guardian of this child an active duty member of the military, or was a parent or legal guardian of this child seriously injured or killed while on active duty?:** Choose Yes if you know parent or legal guardian of child is an active member of the military; otherwise, choose No/Do not know.

Child Form: Risk Factors

MAFKids
 More At Four
 Reporting System

Contract:
 Test Contract 3

Site:
 Site 1

Classroom:
 Classroom 1

Child:
 Test Child2

Forms
 Admin
 My Profile
 Reports
 Logoff
 MAF Plan

Demo-graphics
 Risk Factors
 Service Priority
 Assessment Evaluation
 Household Info
 Attendance/Disabilities
 Form Status

Edit Risk Factors

Reporting Period: 8-2008

This form is in edit mode. Clicking on the **Next** or **Save** buttons will save the information you entered or changed on this panel. Leaving this page in any other manner will cause any unsaved changes to be abandoned.

Previous
 Save
 Next

8a. Is income at or below 75% of state median income (SMI)?	<input type="radio"/> Yes <input type="radio"/> No
8b. What is the Poverty Status of this child?	Select One...
8c. Which of the following additional factors apply to this child? (Check Yes or No for each factor)	<div>Limited English Proficiency (LEP) <input type="radio"/> Yes <input type="radio"/> No</div> <div>Identified Disability <input type="radio"/> Yes <input type="radio"/> No</div> <div>Chronic Health Condition <input type="radio"/> Yes <input type="radio"/> No</div> <div>Developmental/Educational Need <input type="radio"/> Yes <input type="radio"/> No</div>

Note: This is not a complete list of information required to determine eligibility. Visit the [State More at Four Program website](#) for further details about eligibility criteria and other program guidelines.

Previous
 Save
 Next

- 8a. Is income at or below 75% of state median income (SMI)?: Indicate Yes or No.
- 8b. What is the Poverty Status of this child?: Select poverty status range from drop down box. When this panel is saved, the child's eligibility for free or reduced price lunch is automatically determined and specified. For additional information, please see Program Guidelines:
<http://www.OEL.nc.gov/MoreFour/manuals.asp>.
- 8c. Which of the following additional factors apply to this child?: Indicate Yes or No for each of the additional factors that could apply to this child. See Program Guidelines for more information.

Child Form: Service Priority

MAFKids
More At Four
Reporting System

Contract:
Test Contract 3

Site:
Site 1

Classroom:
Classroom 1

Child:
Test Child2

Forms
Admin
My Profile
Reports
Logoff
MAF Plan

Demo-graphics
Risk Factors
Service Priority
Assessment Evaluation
Household Info
Attendance/Disabilities
Form Status

Edit Service Priority

This form is in edit mode. Clicking on the **Next** or **Save** buttons will save the information you entered or changed on this panel. Leaving this page in any other manner will cause any unsaved changes to be abandoned.

Reporting Period: 8-2008

Previous Save Next

9. Child's More at Four Service Priority Status at the time of enrollment

Unserved Child

☐ Child has **never** been served in any preschool or child care setting and meets eligibility requirements.

☐ Child is **currently unserved** (at home now but may previously have been in child care or some other preschool program) and meets eligibility requirements.

☐ Child was identified during the *More at Four* recruitment efforts as meeting eligibility requirements and has been served in a child care situation for 5 months or less in the year prior to More at Four age eligibility.

Other Service Priorities

☐ Child is in unregulated child care that does not meet the More at Four Pre-K standards and meets eligibility requirements.

☐ Child is not receiving subsidy but is in some kind of regulated child care or preschool program and meets eligibility requirements.

☐ Child meets eligibility requirements and is in pre-kindergarten or child care that does not meet More at Four standards. This is the last resort and documentation should be available that children who fit the underserved category were diligently recruited.

Service Priority Exception

☐ Child meets eligibility requirements and was previously served by this site's program as a three-year old.

9. **Child's More at Four Service Priority Status at the time of enrollment:** Select the appropriate description for each child. See Program Guidelines for more information:
<http://www.OEL.nc.gov/MoreFour/manuals.asp>.
10. **Has the Child previously been served in a licensed or regulated child care setting?:** Check Yes or No to indicate whether or not this Child has ever been served in a licensed or regulated child care.

Child Form: Assessment Evaluation

MAFKids
More At Four Reporting System

Contract: Test Contract 3 Site: Site 1 Classroom: Classroom 1 Child: Test Child2

Forms Admin My Profile Reports Logoff MAF Plan

Demo-graphics Risk Factors Service Priority **Assessment Evaluation** Household Info Attendance/Disabilities Form Status

Edit Assessment Evaluation Reporting Period: 8-2008

This form is in edit mode. Clicking on the **Next** or **Save** buttons will save the information you entered or changed on this panel. Leaving this page in any other manner will cause any unsaved changes to be abandoned.

[Previous](#) [Save](#) [Next](#)

11. Has this child had a Health Assessment? ☐ Yes; Provide Date: ☐ No

12. Has this child had a Developmental Screening? ☐ Yes; Provide Date: ☐ No

[Previous](#) [Save](#) [Next](#)

11. **Has this child had a Health Assessment?:** Select Yes or No; if Yes, provide date of assessment (type in date as mm/dd/yyyy or use calendar icon to select a date and note that default is current year). If "No" or date not known, enter this date in a subsequent month when child is assessed or date is known.
12. **Has this child had a Developmental Screening?:** Select Yes or No; if Yes, provide date of screening (type in date as mm/dd/yyyy or use calendar icon to select a date and note that default is current year). If "No" or date not known, enter this date in a subsequent month when child is assessed or date is known.

Child Form: Household Information

The screenshot shows the 'Edit Household Info' form in the MAFKids More At Four Reporting System. The top navigation bar includes 'Contract: Test Contract 3', 'Site: Site 1', 'Classroom: Classroom 1', and 'Child: Test Child2'. Below this is a menu with 'Forms', 'Admin', 'My Profile', 'Reports', 'Logoff', and 'MAF Plan'. A secondary menu contains 'Demo-graphics', 'Risk Factors', 'Service Priority', 'Assessment Evaluation', 'Household Info' (which is highlighted), 'Attendance/Disabilities', and 'Form Status'. The main heading is 'Edit Household Info' with a 'Reporting Period: 8-2008' on the right. A note states: 'This form is in edit mode. Clicking on the Next or Save buttons will save the information you entered or changed on this panel. Leaving this page in any other manner will cause any unsaved changes to be abandoned.' Below the note are 'Previous', 'Save', and 'Next' buttons. The form contains four sections: 13. 'Does the child live with an adult blood relative or with a non-relative who has legal custody or guardianship?' with radio buttons for Yes, No, and Do not know. 14. 'Family size:' with a text input field and a description: 'Number of parent(s)/guardian(s) and the number of children for whom they have responsibility (include More at Four child in this number)'. 15. 'Child's county of residence:' with a dropdown menu. 16. 'Is child's parent/guardian employed?:' with radio buttons for Yes, No, and Do not know. At the bottom are 'Previous', 'Save', and 'Next' buttons, and a 'Contact Us' link in the footer.

MAFKids
More At Four
Reporting System

Contract: Test Contract 3 Site: Site 1 Classroom: Classroom 1 Child: Test Child2

Forms Admin My Profile Reports Logoff MAF Plan

Demo-graphics Risk Factors Service Priority Assessment Evaluation **Household Info** Attendance/Disabilities Form Status

Edit Household Info **Reporting Period: 8-2008**

This form is in edit mode. Clicking on the **Next** or **Save** buttons will save the information you entered or changed on this panel. Leaving this page in any other manner will cause any unsaved changes to be abandoned.

Previous **Save** **Next**

13. Does the child live with an adult blood relative or with a non-relative who has legal custody or guardianship? ☐ Yes ☐ No ☐ Do not know

14. Family size:
Number of parent(s)/guardian(s) and the number of children for whom they have responsibility (include More at Four child in this number)

15. Child's county of residence:

16. Is child's parent/guardian employed?: ☐ Yes ☐ No ☐ Do not know

Previous **Save** **Next**

Contact Us

13. Does the child live with an adult blood relative or with a non-relative who has legal custody or guardianship?: Select Yes, No or Do not know. See Program Guidelines for more information: <http://www.OEL.nc.gov/MoreFour/manuals.asp>.

- .
14. **Family Size:** Type in the number of Parent(s)/Guardian(s) and the number of children for whom they have responsibility (include More at Four Child in this number).
 15. **Child's county of residence:** Select name of county in which this Child's household is currently located.
 16. **Is child's parent/guardian employed?:** Select Yes, No or Do not know. See Program Guidelines for more information: <http://www.OEL.nc.gov/MoreFour/manuals.asp>.

Child Form: Attendance/Disability (entire form not shown here)

The screenshot shows the MAFKids More At Four Reporting System interface. At the top, there is a blue header bar with the MAFKids logo and the text 'More At Four Reporting System'. Below this is a yellow navigation bar with links: Forms, Admin, My Profile, Reports, Logoff, and MAF Plan. The main content area has a blue header with the following information: Contract: Test Contract 3, Site: Site 1, Classroom: Classroom 1, and Child: Test Child2. Below this is a yellow bar with links: Demo-graphics, Risk Factors, Service Priority, Assessment Evaluation, Household Info, Attendance Disabilities (highlighted), and Form Status. The main content area is titled 'Edit Attendance/Disabilities' and includes a 'Reporting Period: 8-2008' label. A message states: 'This form is in edit mode. Clicking on the Next or Save buttons will save the information you entered or changed on this panel. Leaving this page in any other manner will cause any unsaved changes to be abandoned.' Below this message are three buttons: Previous, Save, and Next. The form contains two questions: 17. The cost (in dollars and cents) of serving this child during this reporting period paid for with Smart Start funds: (with a text input field showing \$ 0.00) and 18. Did child withdraw from More at Four this reporting period? (with radio buttons for Yes and No, and a list of reasons for withdrawal). The 'NA' option is selected for question 18.

MAFKids
More At Four
Reporting System

Contract: Test Contract 3 Site: Site 1 Classroom: Classroom 1 Child: Test Child2

Forms Admin My Profile Reports Logoff MAF Plan

Demo-graphics Risk Factors Service Priority Assessment Evaluation Household Info Attendance Disabilities Form Status

Edit Attendance/Disabilities **Reporting Period: 8-2008**

This form is in edit mode. Clicking on the **Next** or **Save** buttons will save the information you entered or changed on this panel. Leaving this page in any other manner will cause any unsaved changes to be abandoned.

Previous **Save** **Next**

17. The cost (in dollars and cents) of serving this child during this reporting period paid for with Smart Start funds: \$ 0.00

18. Did child withdraw from More at Four this reporting period?

☐ Yes ☐ No

If yes, indicate reason for withdrawal:

- ☐ End of program year
- ☐ Child moved out of service area
- ☐ Child moved to another More at Four classroom
- ☐ Child moved to a non-More at Four pre-K setting
- ☐ Disruptive behavior: Child moved to an alternate setting
- ☐ Disruptive behavior: Child expelled
- ☐ Parent choice
- ☐ Transportation problem
- ☐ Do not know
- ☐ Other (specify below)

☒ NA

17. **The cost (in dollar and cents) of serving this child during this reporting period paid for with Smart Start funds:** Highlight this field and enter this number in the form "nnn.nn". The dollar sign does not need to be entered. This field may need to be updated monthly, if the Smart Start funds change. If you have any questions about what this amount should be, please contact your local Smart Start partnership or KC Elander, 919-981-7302.
18. **Did child withdraw from More at Four this reporting period?:** Select Yes or No. If Yes, check one box to indicate reason Child withdrew from More at Four. If "Other", specify reason. If Child is still enrolled, NA should remain selected.

19. Child attendance in More At Four classroom this period:
☐ Still enrolled but 0 attendance days

Number of Days Attended: 4

August 2008

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1 2
3 4	5	6	7	8	9	
10 11	12	13	14	15	16	
17 18	19	20	21	22	23	
24 25	26	27	28	29	30	
31						

19. Child attendance in More at Four

Classroom this period (mm-yyyy): If you have already filled out attendance on the classroom attendance grid, this calendar appears complete. If not, indicate, with a check mark all the days that the Child attended the More at Four Classroom this month. For convenience, you may FIRST click the "Copy from Site Operation Days" button, and then make adjustments for that particular child. Note that the system will warn you (at the Form Status Panel) if the child attendance days are inconsistent with Site Operation days.

20. **Has this child been referred for evaluation or identified with a disability?:** Check one box to indicate if this child has been referred for evaluation for a disability or identified with a disability. If Yes, enter date of referral in the appropriate box - prior to More at Four entry or after More at Four entry. If the referral date is not known, click Date Unknown. If child has not been referred, select No and skip to the end of the form.
- 20a. **What was the decision from the disability evaluation for this child?:** Check one box to indicate the decision status of this child's disability evaluation. If No disability was identified or if the evaluation decision is still in process, select appropriate response and skip to the end of the form.
- 20b. **Type of identified disability(ies) for this child:** Check all that apply to indicate type of disability(ies) with which this child has been identified.
- 20c. **Does this child have an active IEP?:** Check one box to indicate whether or not this child has an active IEP (Individualized Education Plan). If No, skip to the end of the form.
- 20d. **Has this child been referred for services related to disability?:** Check one box to indicate whether or not this child has been referred for services related to her/his identified disability. If No is selected, skip to the end of the form.

20e. Is this child receiving services related to disability?: Check one box to indicate whether or not this child has received services related to her/his identified disability. If services have been received, specify type of service(s) if known.

Notes about this Child Form (optional): If desired, write in any notes about this Child Form here.